

TITLE: Financial Analyst

FIN/5

DEPARTMENT: Finance, Fayette County

JOB SUMMARY: This position is responsible for supervising and performing physical inventories of the county's fixed assets and for maintaining accurate and complete records of these assets.

MAJOR DUTIES:

- o Schedules and participates in physical inventories of fixed assets; maintains asset accounting records.
- o Researches and analyzes issues related to inventory, control, accounting, depreciating, and managing assets; develops procedures to insure that best practices are implemented and that assets are properly managed; researches issues and prepares reports as assigned.
- o Analyzes competing annual proposals for property and casualty insurance; recommends insurance carrier; insures that newly acquired equipment or other assets are added to insurance schedules and that retired assets are deleted.
- o Supervises assigned personnel; reviews final documents for completeness and accuracy.
- o Supervises the preparation of monthly reports concerning acquisitions, transfers, and retirements of assets.
- o Produces quarterly reports showing the status of all vehicles; coordinates the work of the Vehicle Replacement Committee.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of risk management and insurance concepts and terminology.
- o Knowledge of governmental fixed asset inventory procedures.
- o Knowledge of computers and job related software programs.
- o Skill in public and interpersonal relations.
- o Skill in researching and preparing reports.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Assistant Chief Financial Officer assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include county personnel policies, the county code, Generally Accepted Accounting Principles, accounting and auditing standards, Government Finance Officers Association recommendations, and state laws and regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied fixed asset inventory duties. Strict regulations and the need for accuracy contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to maintain inventory records of the county's fixed assets. Success in this position contributes to the accuracy of county records.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected and appointed officials, outside auditors, vendors, insurance agents, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Finance Clerk (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.